

**GARWOOD BOARD OF EDUCATION  
GARWOOD, NEW JERSEY  
ORGANIZATION MEETING MINUTES  
JANUARY 3, 2019**

**I. CALL TO ORDER:**

The meeting was called to order at 7:00 p.m. by the SBA/BS in the all-purpose room of the Lincoln School.

**PLEASE TURN OFF CELL PHONES**

Adequate notice of this meeting has been provided to the Westfield Leader, the official newspaper of the Garwood Board of Education. The News Tribune, Courier Home News, Westfield Leader, Star Ledger and Suburban News and are approved for use for legal notices. Notice of this meeting was sent to the Borough Clerk, and a copy of this meeting notice is posted on the front door of Lincoln School.

**II. FLAG SALUTE:**

**III. Garwood Board of Education**

On Tuesday, November 6, 2018, the Garwood Board of Education held its annual school election. The results of the election are as follows:

<b>3 Candidates for 3 Seats (3-year term)</b>	<b>Number of Votes</b>
Denise Ridente	657
Ralph Trentacosta	613
Maureen Scepkowski	554

Based on these results, the new Board will be constituted as follows:

	Term Expires
Susan Groning	2019
Salvatore Piarulli	2019
Tina Simitz	2019
Christine Guerriero	2020
Linda Koenig	2020
Albert DelConte	2020
Denise Ridente	2021
Maureen Scepkowski	2021
Ralph Trentacosta	2021

**Install Members Elected to School Board**

Mrs. LeBrun administers the oaths of office and sits newly elected members.

**IV. Appoint Temporary Chairperson**

- 1. Move to approve Board Secretary, Debra LeBrun, as Temporary Chairman of this meeting for the purpose of conducting the election of School Board President.

**ROLL CALL:**

<u>Y</u> Mr. A. DelConte	<u>S</u> Ms. L. Koenig	<u>Y</u> Mrs. M. Scepkowski
<u>Y</u> Mrs. S. Groning	<u>Y</u> Mr. S. Piarulli	<u>Y</u> Mrs. T. Simitz
<u>M</u> Miss C. Guerriero	<u>Y</u> Mrs. D. Ridente	<u>Y</u> Mr. R. Trentacosta

**V. Election of Officer**

A. President

Call for nominations:

C.Guerriero	nominated by L. Koenig
S. Groning	nominated by T. Simitz
T. Simitz	nominated by D. Ridente

Close nominations:

**ROLL CALL: First roll call for C. Guerriero**

<u>Y</u> Mr. A. DelConte	<u>Y</u> Ms. L. Koenig	<u>N</u> Mrs. M. Scepkowski
<u>N</u> Mrs. S. Groning	<u>N</u> Mr. S. Piarulli	<u>N</u> Mrs. T. Simitz
<u>Y</u> Miss C. Guerriero	<u>N</u> Mrs. D. Ridente	<u>N</u> Mr. R. Trentacosta

**ROLL CALL: First roll call for S. Groning**

<u>N</u> Mr. A. DelConte	<u>N</u> Ms. L. Koenig	<u>Y</u> Mrs. M. Scepkowski
<u>Y</u> Mrs. S. Groning	<u>N</u> Mr. S. Piarulli	<u>Y</u> Mrs. T. Simitz
<u>N</u> Miss C. Guerriero	<u>N</u> Mrs. D. Ridente	<u>Y</u> Mr. R. Trentacosta

**ROLL CALL: First roll call for T. Simiz**

<u>N</u> Mr. A. DelConte	<u>N</u> Ms. L. Koenig	<u>N</u> Mrs. M. Scepkowski
<u>N</u> Mrs. S. Groning	<u>N</u> Mr. S. Piarulli	<u>N</u> Mrs. T. Simitz
<u>N</u> Miss C. Guerriero	<u>Y</u> Mrs. D. Ridente	<u>N</u> Mr. R. Trentacosta

**NOTE:** A majority was not reached during the first roll call. The Board Secretary asked again for nominations for Board President and the same BOE members nominated Miss Guerriero and Mrs. Groning for Board President. A second and third roll calls were taken with the exact same results for Board President.

**ROLL CALL: Second and third roll calls for C. Guerriero**

<u>Y</u> Mr. A. DelConte	<u>Y</u> Ms. L. Koenig	<u>N</u> Mrs. M. Scepkowski
<u>N</u> Mrs. S. Groning	<u>N</u> Mr. S. Piarulli	<u>N</u> Mrs. T. Simitz
<u>Y</u> Miss C. Guerriero	<u>Y</u> Mrs. D. Ridente	<u>N</u> Mr. R. Trentacosta

**ROLL CALL: Second and third roll calls for S. Groning**

<u>N</u> Mr. A. DelConte	<u>N</u> Ms. L. Koenig	<u>Y</u> Mrs. M. Scepkowski
<u>Y</u> Mrs. S. Groning	<u>N</u> Mr. S. Piarulli	<u>Y</u> Mrs. T. Simitz
<u>N</u> Miss C. Guerriero	<u>N</u> Mrs. D. Ridente	<u>Y</u> Mr. R. Trentacosta

B. Newly Elected President Assumes Chair - Majority was not reached.  
Board Secretary continues to run the meeting.

C. Vice President

Call for nominations:

A. DelConte	nominated by L. Koenig
T. Simitz	nominated by S. Piarulli

Close nominations:

**ROLL CALL: For A. DelConte**

<u>Y</u> Mr. A. DelConte	<u>Y</u> Ms. L. Koenig	<u>N</u> Mrs. M. Scepkowski
<u>N</u> Mrs. S. Groning	<u>N</u> Mr. S. Piarulli	<u>N</u> Mrs. T. Simitz
<u>Y</u> Miss C. Guerriero	<u>N</u> Mrs. D. Ridente	<u>N</u> Mr. R. Trentacosta

**ROLL CALL: For T. Simitz**

<u>N</u> Mr. A. DelConte	<u>N</u> Ms. L. Koenig	<u>Y</u> Mrs. M. Scepkowski
<u>Y</u> Mrs. S. Groning	<u>Y</u> Mr. S. Piarulli	<u>Y</u> Mrs. T. Simitz
<u>N</u> Miss C. Guerriero	<u>Y</u> Mrs. D. Ridente	<u>Y</u> Mr. R. Trentacosta

**VI. Motion to Designate the Following**

1. Be it resolved that the GBOE will use the all-purpose room of the Lincoln School as its meeting place. Regular meetings will be held on the third Tuesday of the month at 7:00 p.m. (unless otherwise noted) and will convene to an Executive Session followed by a regular meeting. All meetings will be conducted pursuant to and in accordance with the New Jersey Open Public Meetings Law. Be it further resolved that the following dates be established by the GBOE for its regular meetings:

January 15, 2019  
 February 19, 2019  
 March 19, 2019  
 April 30, 2019  
 May 21, 2019  
 June 11, 2019

June 25, 2019  
 August 13, 2019  
 September 17, 2019  
 October 15, 2019  
 November 19, 2019  
 December 17, 2019

2. Be it resolved that the Westfield Leader be designated the official newspaper of the Garwood Board of Education for the 2018-2019 school year. Be it further resolved that the following newspapers be approved for use for legal notices by the Garwood Board of Education: Courier Home News, News Tribune, Star-Ledger, Suburban News and Westfield Leader.
  
3. Be it resolved that the GBOE uses Investors Savings Bank, as the depository for the following accounts: Operating Checking, Payroll Checking, Payroll Agency Checking, Unemployment Checking, General School Fund Checking, Athletic Fund Checking. Be it further resolved that the GBOE uses the State of New Jersey Cash Management fund for investments. Be it further resolved that warrants on these accounts are to bear the signatures of the Board President, Business Administrator or designee, and the Treasurer of School Moneys. The General School Fund and Athletic Fund shall require the signature of two (2) of the following individuals: Superintendent of Schools, Principal, Business Administrator.

**ROLL CALL:**

<u>  </u> Y <u>  </u> Mr. A. DelConte	<u>  </u> Y <u>  </u> Ms. L. Koenig	<u>  </u> Y <u>  </u> Mrs. M. Scepkowski
<u>  </u> Y <u>  </u> Mrs. S. Groning	<u>  </u> S <u>  </u> Mr. S. Piarulli	<u>  </u> Y <u>  </u> Mrs. T. Simitz
<u>  </u> M <u>  </u> Miss C. Guerriero	<u>  </u> Y <u>  </u> Mrs. D. Ridente	<u>  </u> Y <u>  </u> Mr. R. Trentacosta

**VII. Approval of the Following Appointments**

Affirmative Action Officer – Teresa Quigley  
 504 Coordinator – Teresa Quigley  
 Homeless Liaison – Teresa Quigley  
 Asbestos Management Officer – Tom Spera  
 Integrated Pest Management Coordinator – Tom Spera  
 Safety and Health Designee – Tom Spera  
 Chemical Hygiene Officer – Tom Spera  
 Indoor Air Quality Designee – Tom Spera  
 Right to Know Officer – Tom Spera  
 Purchasing Agent – Debra LeBrun  
 Custodian of Records – Debra LeBrun  
 Public Agency Compliance Officer – Debra LeBrun  
 Custodian of Records – Debra LeBrun  
 Official for Investments and Wires – Debra LeBrun  
 Designates Tax Shelter Annuity Companies – Debra LeBrun  
 Approves Chart of Accounts – Debra LeBrun  
 Authorizes the Use of State Contracts – Debra LeBrun  
 Anti-Bullying Coordinator – Mary Emmons

**ROLL CALL:**

  Y   Mr. A. DelConte        Y   Ms. L. Koenig        Y   Mrs. M. Scepkowski  
  Y   Mrs. S. Groning        Y   Mr. S. Piarulli        Y   Mrs. T. Simitz  
  M   Miss C. Guerriero        Y   Mrs. D. Ridente        S   Mr. R. Trentacosta

**VIII. Policies, Rules and Agreements**

1. Move to adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary to act as the parliamentarian for the 2018-2019 school year.
2. Move to approve in accordance with N.J.S.A. 18A:11-1, Note 3, the adoption of the present Board Policy Manual, rules, and agreements of the current Board.
3. Move to approve the following five-year policy review plan:

Five-Year Plan for Policies

Board Year	Series/Title
2019	3000 – Business and Non-instructional Operations 4000 – Instructional and Support Personnel
2020	5000 – Pupils
2021	6000 – Instruction
2022	1000 – Community Relations 7000 – Construction, Remodeling and Renovation
2023	2000 – Educational Administration 9000 – Bylaws of the Board

4. \*Move to adopt the Garwood Board Bylaw Code of Ethics for School Board Members 18A:12-24.1, Policy No. 9271.  
**Garwood Board Policy has 2 additional codes K and L.**
5. Move to adopt the curriculum and textbooks approved by the prior Board (Attachment).

**ROLL CALL: For items 1, 2, 3, 5**

  Y   Mr. A. DelConte        Y   Ms. L. Koenig        Y   Mrs. M. Scepkowski  
  S   Mrs. S. Groning        Y   Mr. S. Piarulli        Y   Mrs. T. Simitz  
  M   Miss C. Guerriero        Y   Mrs. D. Ridente        Y   Mr. R. Trentacosta

**ROLL CALL: For item 4 which was amended to include additional codes**

**\*Prior to the vote, attorney Hope Blackburn reviewed the Code of Ethics**

  Y   Mr. A. DelConte        Y   Ms. L. Koenig        Y   Mrs. M. Scepkowski  
  Y   Mrs. S. Groning        Y   Mr. S. Piarulli        S   Mrs. T. Simitz  
  M   Miss C. Guerriero        Y   Mrs. D. Ridente        Y   Mr. R. Trentacosta

**IX. Professional Services for 2018-2019**

1. Move to appoint the firm Scarinci Hollenbeck as Board Attorney for the Garwood Board of Education.
2. Move to appoint the firm of Suplee, Clooney & Co., Westfield, N.J. Certified Public Accountants.
3. Move to approve Solutions Architecture LLC as Architect of Record for the Garwood Public Schools.
4. Move to approve the appointment of Raymond Krov as Treasurer of School Monies.

**Note:** Prior to the vote, Mrs. Simitz asked about an RFP process for professional services. Mrs. Groning suggested that they only be approved for six months. Miss Guerriero indicated that the board was affirming what had approved at the beginning of the 2018-2019 school year for the entire school year.

**ROLL CALL:**

<u>  </u> Y <u>  </u> Mr. A. DelConte	<u>  </u> Y <u>  </u> Ms. L. Koenig	<u>  </u> Y <u>  </u> Mrs. M. Scepkowski
<u>  </u> Y <u>  </u> Mrs. S. Groning	<u>  </u> S <u>  </u> Mr. S. Piarulli	<u>  </u> Y <u>  </u> Mrs. T. Simitz
<u>  </u> M <u>  </u> Miss C. Guerriero	<u>  </u> Y <u>  </u> Mrs. D. Ridente	<u>  </u> Y <u>  </u> Mr. R. Trentacosta

**X. Approval of the Following Board Representatives**

- A. Union County Educational Services Commission Board - L. Koenig
- B. Union County Educational Services Commission Board Alternate - C. Guerriero
- C. Clark Board of Education – T. Simitz
- D. N.J. School Boards Association Delegate – L. Koenig
- E. N.J. School Boards Association Alternate – S. Piarulli
- F. County School Boards Association Delegate – S. Groning
- G. County School Boards Association Delegate Alternate – C. Guerriero

**NOTE:** Miss Guerriero and Mrs. Simitz were both nominated to be the representative to the Clark BOE.

**ROLL CALL: For C. Guerriero for Clark BOE**

<u>  </u> Y <u>  </u> Mr. A. DelConte	<u>  </u> Y <u>  </u> Ms. L. Koenig	<u>  </u> N <u>  </u> Mrs. M. Scepkowski
<u>  </u> N <u>  </u> Mrs. S. Groning	<u>  </u> N <u>  </u> Mr. S. Piarulli	<u>  </u> N <u>  </u> Mrs. T. Simitz
<u>  </u> Y <u>  </u> Miss C. Guerriero	<u>  </u> N <u>  </u> Mrs. D. Ridente	<u>  </u> N <u>  </u> Mr. R. Trentacosta

**ROLL CALL: For T. Simitz for Clark BOE Majority**

<u>  </u> N <u>  </u> Mr. A. DelConte	<u>  </u> N <u>  </u> Ms. L. Koenig	<u>  </u> Y <u>  </u> Mrs. M. Scepkowski
<u>  </u> Y <u>  </u> Mrs. S. Groning	<u>  </u> Y <u>  </u> Mr. S. Piarulli	<u>  </u> Y <u>  </u> Mrs. T. Simitz
<u>  </u> N <u>  </u> Miss C. Guerriero	<u>  </u> Y <u>  </u> Mrs. D. Ridente	<u>  </u> Y <u>  </u> Mr. R. Trentacosta

**ROLL CALL: To approve Board Representative to UCESC**

<u>  </u> Y <u>  </u> Mr. A. DelConte	<u>  </u> Y <u>  </u> Ms. L. Koenig	<u>  </u> Y <u>  </u> Mrs. M. Scepkowski
<u>  </u> Y <u>  </u> Mrs. S. Groning	<u>  </u> S <u>  </u> Mr. S. Piarulli	<u>  </u> Y <u>  </u> Mrs. T. Simitz
<u>  </u> M <u>  </u> Miss C. Guerriero	<u>  </u> Y <u>  </u> Mrs. D. Ridente	<u>  </u> Y <u>  </u> Mr. R. Trentacosta

**XI. Additional Appointments**

- Names of committees and mode of operation will be determined in accordance with the related Board policy.

Present standing committees:

**Education, Policy & Public Relations**

C.Guerriero

D.Ridente

M. Scepkowski

T. Simitz

**Building & Grounds/Finance**

A.DelConte

S. Groning

S. Piarulli

R. Trentacosta

**ADJOURNMENT:**

Motion to adjourn made at 8:05 p.m.

Moved by: L. Koenig  
Seconded by: C. Guerriero  
Motion carried: All Ayes

Legend: E = Excused  
P = Present  
M = Moved motion  
S = Seconded motion  
Y = Yes Vote  
N = No Vote  
AB = Abstain  
NP = Not present

Respectfully submitted,

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Debra LeBrun, SBA/BS